



**70th INTELLIGENCE WING**

**Supplement 1**

**19 MARCH 2002**

**Personnel**

**MANAGING THE CIVILIAN PERFORMANCE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally.

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AFI 36-1001, 1 July 1999, is supplemented as follows. This supplement encompasses civilian performance plans, performance ratings, performance progress reviews and performance awards for 70th Intelligence Wing (70 IW) General Grade (GG) and Federal Wage Grade (WG) employees. It applies to all 70 IW civilians, their supervisors and commanders. Any conflict with this supplement will be resolved in favor of the higher headquarters publication and/or policy. This supplement does not apply to the Air National Guard or Air Force Reserve units.

1.2. The 70 IW will issue an annual message to all groups and headquarters staff detailing civilian performance appraisals and performance awards guidance for GG and WG System employees.

1.5.1. The security element and standard below is not an example, but contains mandatory wording for all Air Intelligence Agency (AIA) employees. This is the only mandatory worded element and standard in AIA. Supervisors may not add or subtract from the requirements written below. This element must be in the plans of all employees holding a security clearance/access.

1.5.1.1. (Added) Element. Protects classified information.

1.5.1.2. (Added) Standard. Demonstrates sound security practices for ensuring the safeguarding of classified information.

1.5.2.3. (Added) This standard is to be added as a Substandard B if the employee is also a supervisor. As an option, it may be added to a combined element for supervisory responsibilities. Standard: Ensures education in and establishes and maintains procedures to ensure compliance with minimum requirements of security directives for employees with access to classified information.

1.8.2.1. (Added) Prior to the progress review session, the rating official requests an Employee Promotion Brief or Career Brief from the Civilian Personnel Office. The rating official and employee will go through the brief ensuring all information is current and accurate.

1.9. The rating official and employee will discuss career progression, educational, and training opportunities. This will be annotated on the AF Form 860B, **Civilian Progress Review Worksheet**.

2.7.3. Part B of the AF Form 860A, **Civilian Rating of Record**, will serve as the award justification for the purposes of consideration for a performance award. As such, AF Form 860A, Part C, will be blank for all GG-14 and GG-15 appraisals. Make every effort to include only UNCLASSIFIED information when preparing appraisals. If classified information is essential to the document, it must be processed IAW DoD 5200.1-R, *Information Security Program Regulation* and AFI 31-401, *Information Security Program Management*.

2.7.4. Complete only Part C of the AF Form 860A for GG-13 and below appraisals submitted for performance award consideration. As such, Part B of the AF Form 860A will remain blank for all employees GG-13 and below. Use of continuation sheets expanding on Part C of the award justification will be determined by the 70 IW Commander (70 IW/CC). Make every effort to include only UNCLASSIFIED information when preparing appraisals. If classified information is essential to the document, it must be processed IAW DoD 5200.1-R and AFI 31-401.

2.7.4.5. (Added) There is no requirement to reward an employee, regardless of the ratings. Supervisors will not discuss end-of-year awards, prospects for awards or speculate on awards with employees until the 70 IW/CC has approved the award.

2.7.4.5.1. (Added) If an employee is not recommended to receive a performance award, the appraisal rating should be discussed with the employee, signed and filed in the Supervisor's Work Folder.

2.7.4.6. (Added) The 70 IW/CC is the award-approving authority for all monetary performance awards and time-off awards in excess of 8 hours. Award approval signatory responsibility is delegated to group commanders.

2.7.8. The supervisor must finalize the rating with the Reviewing Official before showing it to the employee.

2.7.9.1. (Added) Supervisors ensure the original AF Form 860, **Civilian Performance Plan**, or AF Form 1003, **Core Personnel Document**, and AF Form 860A is maintained in the Supervisor's Work Folder along with the AF Form 971, **Supervisor's Employee Brief**. Supervisors will need to ensure completed forms are available in the event their employee(s) or the Civilian Personnel Office request copies.

2.7.9.2. (Added) Maintenance of the Supervisor's Work Folder. The folder and all its contents must be added to the office file plan and maintained IAW AFMAN 37-139, *Records Disposition Schedule*.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoD 5200.1-R, *Information Security Program Regulation*, January 1997

AFI 31-401, *Information Security Program Management*

***Abbreviations and Acronyms***

**AIA**—Air Intelligence Agency

**GG**—General Grade

**IAW**—In accordance with

**WG**—Federal Wage Grade

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